

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN

LIST OF RECOMMENDED READING & SUPPLEMENTARY STUDY MATERIAL

FOUNDATION EXAMINATION

Module A

Paper A 1 Functional English
Paper A 2 Quantitative Methods

Module B

Paper B 3 Introduction to Economics and Finance
Paper B 4 Introduction to Financial Accounting
Paper B 5 Mercantile Law

INTERMEDIATE EXAMINATION

Module C

Paper C 6 Financial Accounting
Paper C 7 Taxation
Paper C 8 Business Communication and Behavioural Studies

Module D

Paper D 9 Company Law
Paper D 10 Cost Accounting
Paper D 11 Auditing
Paper D 12 Information Technology

FINAL EXAMINATION

Module E

Paper E 13 Information Technology Management, Audit and Control
Paper E 14 Advanced Accounting & Financial Reporting
Paper E 15 Corporate Laws
Paper E 16 Business Management

Module F

Paper F 17 Management Accounting
Paper F 18 Business Finance Decision
Paper F 19 Advanced Taxation
Paper F 20 Advanced Auditing

PAPER A 1: FUNCTIONAL ENGLISH

Book Name & Author

About the Book

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|---|---|
| 1. High School – English Grammar & Composition by Wren and Martin | The book is very useful on grammar and composition and helps a lot in making the foundation for the language. |
| 2. Learners Companion Series Vocabulary by George Davidson | } These books are very useful on vocabulary and help immensely in vocabulary building. |
| 3. Word Power Made Easy by Norman Lewis | |
| 4. Understand & Communicate (book 2 and 3) published by FEP International (Pvt.) Ltd. | } These are very useful books on grammar and comprehension. |
| 5. Concepts (book 3 and 4) by P.C. Wren | |

SUPPLEMENTARY STUDY MATERIAL

1. Functional English Study Text and Revision Series by AT Foulks Lynch Pakistan
2. Functional English Study Text and Revision Series by Professional Business Publications (PBP)
3. Précis writing by R. Dhillon
4. System's Student Companion English for lower secondary schools by Magdalene Chew & Surinder Kaur

Note: The following websites are also very useful on this subject:

www.grammarbook.com
www.englishclub.com
www.englishpage.com
www.better-english.com
www.englishlearner.com

PAPER A 2: QUANTITATIVE METHODS

Book Name & Author

About the Book

BUSINESS MATHEMATICS

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|--|---|
| 1. Mathematics for Business and Finance by Hamid A Hakeem | The book covers almost all the topics with easy examples and is a good question bank. |
| 2. Business Mathematics by M. M. Hasan and M. A. Mirza | The book is specifically written for students of finance and management and covers the entire syllabus. |
| 3. Mathematics for Business and Economics by Robert H. Nicholson | The book is useful for Finance Mathematics. |

BUSINESS STATISTICS

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|---|---|
| 4. Introductory Statistics for Economics and Management by Hamid A Hakeem | The book covers the entire syllabus and is very useful covering theoretical as well as practical aspects of statistics. |
| 5. Statistics Concepts and Methods by Khursheed Alam | The book is very useful for conceptual understanding of statistics. |
| 6. Introduction to Statistics (Third edition) by Ronald E. Walpole | The book is very useful especially for: probability, normal distribution and hypothesis testing. |

SUPPLEMENTARY STUDY MATERIAL

1. Quantitative Methods Study Text and Revision Series by AT Foulks Lynch Pakistan
2. Quantitative Methods Study Text and Revision Series by Professional Business Publications (PBP)
3. Applied Mathematics for Business, Economics and Social Sciences by Frank S. Budnick

PAPER B 3: INTRODUCTION TO ECONOMICS AND FINANCE**Book Name & Author****About the Book**

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| 1. Modern Economic Theory by K. K. Dewett | The book covers all topics of syllabus, written in simple and plain language with objectivity of students learning of degree level. It is especially useful for micro economics. |
| 2. Economics by Samuelson and Nordhaus | The book covers all topics of syllabus. It gives an in depth understanding of the topics. |
| 3. Introduction to Economics & Finance by Abdul Haleem Khawaja | The book is specifically written for ICAP's students and contains all syllabus areas. It is especially recommended for macro economics. |
| 4. Macro Economics by Paul Crompton, Michael Swann, Sandra Hopkins, William A. McEachen | The book gives an in-depth understanding of macro-economic concepts. |
| 5. The Monetary and Financial System by David Goacher | The book covers some syllabus areas related to finance; such as financial institution, financial markets, monetary policy, exchange rate etc. |

SUPPLEMENTARY STUDY MATERIAL

1. Introduction to Economics & Finance Study Text and Revision Series by AT Foulks Lynch Pakistan
2. Introduction to Economics and Finance Study Text and Revision Series by Professional Business Publications (PBP)
3. The books recommended in final level paper "Business Finance Decisions" contain chapters that introduce financial environment relevant to this paper. Students may refer these books to establish conceptual base regarding money and capital markets, international trade etc.

PAPER B 4: INTRODUCTION TO FINANCIAL ACCOUNTING

Book Name & Author	About the Book
1. Accounting – The Basis of Business Decisions by Meigs William Haka Bettner	The book is very useful for conceptual understanding.
2. Modern Accountancy (Volume 1) by Mukherjee & Hanif	The book covers substantial part of the syllabus and is very useful for: final accounts of sole traders and partnership, receipts and payments accounts, accounts from incomplete records, branch accounts, and syllabus topics of partnership.
3. Business Accounting by Frank wood and Alan Sangster	The book contains almost all syllabus areas and is recommended for: accounting theory, financial accounting practices, branch accounts, syllabus topics of partnership etc.
4. Framework for the preparation and presentation of financial statements and International Accounting Standards(1, 2 and 16) issued by IASB and is published by ICAP as Handbook	The book contains detailed material including background, rationale and practical examples of various topics included in the syllabus.

SUPPLEMENTARY STUDY MATERIAL

1. Introduction to Financial Accounting Study Text and Revision Series by AT Foulks Lynch Pakistan
2. Introduction to Financial Accounting Study Text and Revision Series by Professional Business Publications (PBP)

PAPER B 5: MERCANTILE LAW**Book Name & Author****About the Book**

1. Bare Acts: Contract Act 1872, Sale of Goods Act 1930, Partnership Act 1932, Negotiable Instruments Act 1881, Trust Act 1920 and Carriage of Goods by Sea Act 1925 by Government of Pakistan

Bare Acts are the primary source and also contain a large variety of practical examples.

2. Mercantile law by Luqman Baig
3. Mercantile Law by M.C. Kuchhal
4. Mercantile Law by M.C. Shukla

} These books cover most of the syllabus area.

SUPPLEMENTARY STUDY MATERIAL

1. Mercantile Law Study Text and Revision Series by AT Foulks Lynch Pakistan
2. Mercantile Law Study Text and Revision Series by Professional Business Publications (PBP)

PAPER C 6: FINANCIAL ACCOUNTING

Book Name & Author

About the Book

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|---|---|
| 1. Framework for preparation and presentation of financial statements and International Accounting Standards (listed in syllabus) issued by IASB and is published by ICAP as handbook | The book contains detailed material including background, rationale and practical examples of various topics included in syllabus. |
| 2. IFRS – Interpretation and Application of International Accounting and Financial Reporting Standards (Wiley Series) by Barry J. Epstein and Abbas Ali Mirza (Relevant topics) | The book covers all topics of syllabus except for Laws and Regulations applicable in Pakistan related to accountancy.

It contains detailed material including background, rationale and practical examples of each subject of the syllabus and provides intense understanding of accounting issues in context with IFRS and international standards. |
| 3. IFRS Workbook and Guide (Wiley Series) by Abbas Ali Mirza, Graham J. Holt and Magnus Orrel (Relevant topics) | The concepts built by Interpretation of IFRS are further explained with practical examples and understanding is enhanced through this book. |
| 4. Companies Ordinance, 1984; (Fourth & Fifth Schedules and provision related to preparation of accounts of limited companies) by Government of Pakistan | Preparation of financial accounts of a limited company is regulated by the Companies Ordinance 1984 and our syllabus emphasis on financial statements of limited companies more than any other form of business. |
| 5. Advanced Accounts by M. C. Shukla and T. S. Grewal | The book contains various areas of syllabus. Students are, however, advised to be careful about the concepts applied in the book that differ from currently applicable accounting standards. |
| 6. The following books by Javed H. Zuberi:

- Company Accounts – Preparation and interpretation of financial statements
- Cash Flow Statements
- Accounting for leases | Each book explains the topics in context with the accounting treatments prescribed by IASs. |

SUPPLEMENTARY STUDY MATERIAL

1. Financial Accounting Study Text and Revision Series by AT Foulks Lynch Pakistan
2. Financial Accounting Study Text and Revision Series by Professional Business Publications (PBP)

PAPER C 7: TAXATION**Book Name & Author****About the Book**

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| 1. Complete Income Tax Law by S. A. Salam | Bare Act, Rules, Notifications; Circulars etc. on syllabus topics are included in the book with brief explanations. |
| 2. Sales Tax Ready Reference by S. A. Salam. | Bare Act, Rules, Notifications; Circulars etc. on syllabus topics are included in the book with brief explanations. |
| 3. M. Adam Patel's Income Tax Guide by Najeeb Moochhala and Yasmin Anjani | } These books are very useful for understanding practical application of taxation. |
| 4. Synopsis of taxation by Mirza Munawar Hussain | |
| 5. Pakistan income tax law Principles and Practice by Mian Safiullah & Kashif Aziz Jahangiri | |

PAPER C 8: BUSINESS COMMUNICATION AND BEHAVIOURAL STUDIES

Book Name & Author	About the Book
1. The Effective Business Communication by Herta A Murphy, Herbert Hildebrandt, Jane P. Thomas	The book covers substantial part of the syllabus area of business communication.
2. Organizational Behavior by Stephen P. Robbins	These are very useful books for understanding the theoretical and practical aspects of organizational behavior.
3. Organizational Behavior by Fred Luthans	
4. Business Communication Today by Courtland L Bovee, John V. Thill	

SUPPLEMENTARY STUDY MATERIAL

1. Business Communication and Behavioral Study Text and Revision Series by Professional Business Publications (PBP)
2. Business Communication and Behavioral Study Text and Revision Series by AT Foulks Lynch Pakistan

PAPER D 9: COMPANY LAW**Book Name & Author****About the Book**

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| 1. Complete Company Law S. A. Salam
(Relevant topics) | Bare Law and brief explanation thereon are included in the book. |
| 2. Practical Approach to the Companies Ordinance, 1984 by Nazir Ahmed Shaheen
(Relevant topics) | The book is useful for understanding practical application of law. |

SUPPLEMENTARY STUDY MATERIAL

1. Company Law Study Text and Revision Series by A T Foulks Lynch Pakistan
2. Company Law Study Text and Revision Series by Professional Business Publications (PBP)

PAPER D 10: COST ACCOUNTING**Book Name & Author****About the Book**

1. Cost Accounting, Planning and Control by Matz and Uzry
The book covers almost all the parts of the syllabus and ensures concept building by giving examples on related topics especially good for variances analysis and process costing.
2. Management and Cost Accounting by Colin Drury
The book covers almost all the parts of the syllabus and ensures concept building by giving a variety of questions for each topic.
3. Cost accounting by T. Lucey
It is a very useful book especially for theoretical aspects of costing.

SUPPLEMENTARY STUDY MATERIAL

1. Cost Accounting Study Text and Revision Series by A T Foulks Lynch Pakistan
2. Cost Accounting Study Text and Revision Series by Professional Business Publications (PBP)

PAPER D 11: AUDITING**Book Name & Author****About the Book**

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| <ol style="list-style-type: none"> 1. International Standards on Auditing, International Framework for Assurance Engagements and International Standards on Review Engagement issued by IAASB & IASC and published by ICAP as Handbook. (ISAs and ISRE mentioned in syllabus) | <p>The book covers all topics of syllabus except for Laws and Regulations related to auditing practice applicable in Pakistan.</p> <p>It contains detailed material including background, rationale and practical examples of each subject of the syllabus.</p> |
| <ol style="list-style-type: none"> 2. Code of Ethics for Chartered Accountants issued and published by ICAP as Handbook | <p>The book covers the topics of client acceptance and continuance procedure.</p> |
| <ol style="list-style-type: none"> 3. Companies Ordinance, 1984 by Government of Pakistan | <p>Provisions related to Appointment, Removal, Report etc. of auditor of limited companies are governed by the Companies Ordinance 1984.</p> |
| <ol style="list-style-type: none"> 4. Advanced Auditing by Dr. Khawaja Amjad Saeed | <p>} These books contain almost all syllabus areas and explain various topics in context with the ISAs.</p> |
| <ol style="list-style-type: none"> 5. Practical Auditing by Javed H. Zubairi | |

SUPPLEMENTARY STUDY MATERIAL

1. Auditing Study Text and Revision Series by A T Foulks Lynch Pakistan
2. Auditing Study Text and Revision Series by Professional Business Publications (PBP)

PAPER D 12: INFORMATION TECHNOLOGY

Book Name & Author	About the Book
1. Management Information Systems Strategy and Action by Charles Parker and Thomas Case	The book is useful for understanding management information systems.
2. Management Information Systems by Gerald V. Post and David L. Anderson	The book contains adequate material on MIS, networking, database management systems and e-business for CA Intermediate students.
3. Management Information Systems (Sixth edition) by James A. O' Brien	The book gives good explanation of MIS, networking and e-business solutions along with real world case studies.
4. System Analysis and Design by Kenneth E. Kendall and Julie E. Kendall	The book contains useful material on various types of information systems, system development life cycle, e-commerce, fundamentals of computer programming and computer aided software engineering.

SUPPLEMENTARY STUDY MATERIAL

1. Introduction to Information Technology Student Study Guide and Student Revision Material published by ICAP
2. Information Technology Study Text and Revision Series by A T Foulks Lynch Pakistan
3. Information Technology Study Text and Revision Series by Professional Business Publications (PBP)
4. Computers by Larry Long and Nancy Long

PAPER E 13: INFORMATION TECHNOLOGY MANAGEMENT, AUDIT AND CONTROL

Book Name & Author	About the Book
1. Information Systems Control and Audit by Ron Weber	The book is useful for gaining the understanding of information systems audit function. Management and application control framework have been explained in an effective manner. Ways to collect and evaluate the audit evidence are also explained in the book in detail.
2. Strategic Management & Information Systems (Second Edition) by Wendy Robson	The book is useful for the topic of strategic management of information system.
3. Auditing in a Computerized Environment by Mohan Bhatia	The book explains the fundamentals of information systems audit, business continuity management and the application of CAATs in an effective manner.

SUPPLEMENTARY STUDY MATERIAL

1. Information Technology Management, Audit and Control, Student Study Guide and Revision Material Published by ICAP
2. Information Technology Management, Audit and Control Study Text and Revision Series by A T Foulks Lynch Pakistan
3. Information Technology Management, Audit and Control Study Text and Revision Series by Professional Business Publications (PBP)
4. Information Technology Management Audit & Control by Mohammad Amjad Bhatti and Muhammad Qaiser Sheikh
5. International Information Technology Guidelines developed by IFAC's IT Committee, available at IFAC's website
6. Students are also advised to download the related guidelines, research papers and checklists etc. available at www.ifac.org and www.isaca.org

PAPER E 14: ADVANCED ACCOUNTING & FINANCIAL REPORTING

Book Name & Author	About the Book
1. International Financial Reporting Standards (IFRS) Published by ICAP	It is the primary source and explains the topics with illustrations and appendices.
2. Companies Ordinance 1984	Covers some relevant part of the syllabus.
3. Insurance Ordinance 2000 and Banking Companies Ordinance 1962	Covers some relevant part of the syllabus.
4. IFRS – Interpretation and Application of International Accounting and Financial Reporting Standards (Wiley Series) by Barry J. Epstein and Abbas Ali Mirza	The book contains detailed material and many practical examples of topics included in syllabus. Gives in-depth understanding of accounting issues in context with the IFRS and international pronouncements.
6. IFRS Workbook and Guide (Wiley) by Abbas Ali Mirza, Graham J. Holt and Magnus Orrel	The concepts built by Interpretation of IFRS series are further explained with practical examples and understanding is enhanced.
5. Advanced Accounting (Fourth Edition) by Simons and Karrenbrock	The book is very useful for the topic of consolidation.
6. Book-keeping and Accounts by Spicer and Pegler's	The book is very useful for: consolidation of local and foreign subsidiaries, ratio analysis, earnings per share, cash flow statement and segment reporting.

SUPPLEMENTARY STUDY MATERIAL

1. Advanced Accounting & Financial Reporting Study Text and Revision Series by A T Foulks Lynch Pakistan
2. Advanced Accounting & Financial Reporting Study Text and Revision Series by Professional Business Publications (PBP)
3. Selected Opinions and Technical Releases (Accounting)

PAPER E 15: CORPORATE LAWS

Book Name & Author	About the Book
1. Complete Company Law S. A. Salam (Relevant topics)	Bare Law and brief explanation thereon are included in the book.
2. Foreign Exchange Manual (Latest Edition) by State Bank of Pakistan (Chapter No. XIX, XX only) available at www.sbp.org.pk	Covers relevant part of the syllabus.
3. Banking Companies Ordinance, 1962 (Relevant sections only)	Covers relevant part of the syllabus.
4. Insurance Ordinance, 2000 (Relevant sections only)	Covers relevant part of the syllabus.
5. Practical Approach to the Companies Ordinance, 1984 by Nazir Ahmed Shaheen (Relevant topics)	It is a useful book for understanding practical application of law.

SUPPLEMENTARY STUDY MATERIAL

1. Corporate Laws Study Text and Revision Series by AT Foulks Lynch Pakistan
2. Corporate Laws Study Text and Revision Series by Professional Business Publications (PBP)
3. SECP Guide Series available at SECP's website (www.secp.gov.pk)
4. Relevant issues of Members' Information and Education Series issued by ICAP

PAPER E 16: BUSINESS MANAGEMENT

Book Name & Author	About the Book
1. Strategic Management Concepts and Cases by Fred R. David	The book ensures concept building for the topics on strategic management.
2. Principles of Marketing by Kotler Armstrong	The book gives an in-depth knowledge of the principles of marketing and a good explanation of basic marketing concepts.
3. Human Resource Management by H. John Bernardin	The book is relevant for various syllabus topics under the mentioned grid.
4. Management and Organizational Behaviour by Laurie J. Mullins	A comprehensive and detailed explanation of managerial practices is given in this book. The book is a good guide for concepts in the field of organizational behavior.

SUPPLEMENTARY STUDY MATERIAL

1. Business Management Study Text and Revision Series by AT Foulks Lynch Pakistan
2. Business Management Study Text and Revision Series by Professional Business Publications (PBP)

PAPER F 17: MANAGEMENT ACCOUNTING**Book Name & Author****About the Book**

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|---|--|
| 1. Cost Accounting by Matz and Uzry | The book covers almost all the parts of the syllabus and ensures concept building by giving examples on related topics especially good for variances analysis and process costing. |
| 2. Management Accounting by Colin Drury | The book covers almost all the parts of the syllabus and ensures concept building by giving a variety of questions for each topic. |
| 3. Financial Management by P.K. Jain and M. Y. Khan | The book is relevant for various syllabus topics and contains a large number of questions for practice. |

SUPPLEMENTARY STUDY MATERIAL

1. Management Accounting Study Text and Revision Series by AT Foulks Lynch Pakistan
2. Management Accounting Study Text and Revision Series by Professional Business Publications (PBP)

PAPER F 18: BUSINESS FINANCE DECISION

Book Name & Author	About the Book
1. Financial Management by Eugene F. Brigham and Michael C. Ehrhardt	The book covers substantial part of the syllabus.
2. Financial Management by P. K. Jain and M. Y. Khan	The book covers substantial part of the syllabus. A good source for practicing.
3. Essentials of Financial Management by George E. Pinches	The book covers substantial part of the syllabus.
4. Strategic Management – Concept and Cases by Fred R. David	The book is very well written though covers only a small portion of the syllabus, but is recommended as it helps clear concepts.
5. Modern Investments and Security Analysis by Russel J. Fuller & James L. Farrel Jr.	The book is specifically written for security analysis. It is a good source for concept building.
6. Foundations of Finance by Keown, Petty, Scott & Martin	The book covers substantial area of syllabus. Provides firm foundation for the subject.

SUPPLEMENTARY STUDY MATERIAL

1. Business Finance Decision Study Text and Revision Series by AT Foulks Lynch Pakistan
2. Business Finance Decision Study Text and Revision Series by Professional Business Publications (PBP)

PAPER F 19: ADVANCED TAXATION

Book Name & Author	About the Book
1. Complete Income Tax Law by S.A. Salam	The book covers all topics of syllabus, regularly updated and also gives background of any changes made to the law.
2. Sales Tax Ready Reference Act by S.A. Salam	The book covers all topics of syllabus, regularly updated and also gives background of any changes made to the law.
3. Federal Excise Act, 2005 including relevant notifications, circulars etc. by Tariq Najeeb Choudhry	The book covers the related topics of syllabus.
4. Practical Handbook of Income Tax by Dr. Ikram-ul-Haq	These are very useful books for understanding practical application of taxation.
5. M. Adam Patel's Income Tax Guide by Najeeb Mochhala and Yasmin Anjani	
6. Synopsis of taxation by Mirza Munawar Hussain	
7. Pakistan income tax law Principles and Practice by Mian Safiullah & Kashif Aziz Jahangiri	

PAPER F 20: ADVANCED AUDITING

Book Name & Author	About the Book
1. International Standards on Auditing, International Auditing Practice Statements, International Standards on Review Engagement, International Standard Standards on Assurance Engagement, International Standards on Related Services Issued by IAASB & IASC, and is published by ICAP as Handbook	The book covers all topics of syllabus except for Laws and Regulations related to auditing practice applicable in Pakistan.
2. Code of Ethics for Chartered Accountants issued and published by ICAP as Handbook	The book covers the related topics of syllabus.
3. Companies Ordinance, 1984 by Government of Pakistan	The book contains provisions related to appointment, removal, report etc. of auditor of limited companies.
4. Advanced Auditing by Dr. Khawaja Amjad Saeed	The book contains almost all syllabus areas and explains every topic in context with the ISAs.
8. Members Handbook published by ICAP	The book contains important material useful to deal with various issues of audit and related services.

SUPPLEMENTARY STUDY MATERIAL

1. Advanced Auditing Study Text and Revision Series by AT Foulks Lynch Pakistan
2. Advanced Auditing Study Text and Revision Series by Professional Business Publications (PBP)
3. Selected Opinions, Technical Releases (Auditing)
4. Relevant issues of Members' Information and Education Series issued by ICAP